

Dear [Magazine Name] Customer Service,

I hope this message finds you well. I am writing to inquire about the cancellation process for my magazine subscription. My subscriber ID is [Your Subscriber ID], and I would like to know the necessary steps to proceed with the cancellation.

Additionally, I would appreciate any information about whether there are any outstanding charges or if I will receive a confirmation once the cancellation has been processed.

Thank you for your assistance.

Sincerely,

[Your Name]

[Your Contact Information]